

VILLAGE OF MCFARLAND

Communications & Technology Committee Minutes

Tuesday, April 23, 2019 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Stephanie Brassington called the regular meeting of the Communications & Technology Committee to order at 6:00 PM in Conference Room A.

Members Present: Village Trustee Stephanie Brassington, Village Trustee Eric Kryzenske, Ella Tschopik, Cole Younger.

Staff Present: Communications and Technology Director Stephanie Miller, Technical Specialist Andrew Day

2. PUBLIC APPEARANCES.

No public appearances were made.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the January 22, 2019 meeting.

Minutes were not included in the packet, moved to regular meeting on May 28.

4. BUSINESS.

- a. Discussion and possible recommendation to the Village Board regarding the finalization of the Communications Plan.

Presentation of draft Communications Plan by Communications and Technology Director Stephanie Miller.

Motion by Village Trustee Stephanie Brassington, second by Village Trustee Eric Kryzenske, to recommend approval to the Village Board regarding the draft Communications Plan with the following changes: remove priority levels from each section and remove "priority it holds" from the statement section. Motion carries 4 - 0 - 0 by acclamation.

- b. Discussion and possible action regarding the Outlook Newsletter publisher and printer.

Motion by Village Trustee Eric Kryzenske, second by Cole Younger, to approve distributing the Outlook Newsletter in the McFarland Thistle. Motion carries 4 - 0 - 0 by acclamation.

- c. Update on Village website transition.

Presentation by Communications and Technology Director Stephanie Miller on the new website design.

5. STAFF REPORTS

- a. Technical Specialist update(s).
Update from Technical Specialist Andrew Day on the new Village firewall, computer database, computer upgrades, and IP addresses.
- b. Director update(s).
Update from Communications and Technology Director Stephanie Miller on a new hire (A/V Technician Lillie Ostwinkle), the candidates forums hosted by the Communications & Technology department, soccer broadcasts, upcoming softball broadcasts, TDS cable channel status, changes to the Communications and Technology Department office.

6. POLCO

- a. Discussion, creation, and possible action regarding questions to be posted on Polco.
Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to approve creation of a question to be posted on Polco: Would you like to see a community calendar added to the Village website? Motion carries 4 - 0 - 0 by acclamation.

7. SCHEDULE NEXT MEETING DATE.

- a. Tuesday, May 28, 2019 at 6pm in Conference Room A of the McFarland Municipal Center.
Next meeting date: Tuesday, May 28, 2019 in Conference Room A of the McFarland Municipal Center.

8. ADJOURNMENT.

Motion by Village Trustee Eric Kryzenske, second by Village Trustee Stephanie Brassington, to Adjourn. Motion carries 4 - 0 - 0 by acclamation.